# Eileen Lowery

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**Objective:** To secure a full-time administrative position in a contracting or construction environment where I can apply my business office experience.

**Skills Set:** MS Office Proofreading

Communications AR/AP

Coordination

**Employment Experience:**

**General Controls, Inc. 1996 to 2002** (Commercial Electrical Sub-Contractor)

**Part-time Business Office Assistant**

Reporting to the Project Manager, Office Administrator, and owner, responsible for:

* accurate typing and/or filing of subcontract agreements and all job related materials such as memos, letters, change orders, and blueprints.
* submitting Certified Payroll to the NJ Department of Labor, ensuring detailed data of hours worked, job numbers, and pay rates.
* posting transactions to AR/AP.
* organizing systems for paper filing and purchase ordering for time management and accuracy in materials ordering.

**Spectacor, Inc., 1990 to 1993**

**Administrative Assistant**

Reporting to the VP, Organizational Development, responsible for:

* preparing training materials for Sales, Quality Management, and Professional Development training sessions.
* scheduling training in collaboration with nationwide offices; arranged travel and accommodations, provided secretarial support, catering, and technology during training events.
* promoting training programs and maintaining database of trainees for referencing by managers.
* proofreading monthly corporate publication, *Spectacor INK.*

**Education:**

Bachelor of Business Education, Temple University, cum laude graduate

Associate in Science, Secretarial Studies, Peirce College